

**FIRE SAFETY OFFICER**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible and specialized fire department position, the primary duty of which includes assisting the Fire Chief in the development, implementation, and continued evaluation of a safety program. The employee of this class conducts accident investigations and periodic inspections of fire department facilities, equipment, and operational practices, as well as maintain documentation of such, in order to identify potential or existing safety hazards. The employee of this class exercises no direct supervision over the line classes; however, the incumbent of this class exercises limited supervision over departmental personnel in all areas of fire department operations as it relates to safety procedures and during safety training. The Fire Safety Officer reports to and has work reviewed by the Fire Chief.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operations of the safety division by assisting the Fire Chief with the organization of equipment and personnel as related to the safety procedures of the fire department. Conducts safety inspections of various divisions in the department, observing operations and taking appropriate action to correct or improve problem areas. Recommends management policies, goals, and objectives for consideration by the Fire Chief. Develops a safety program for department personnel and devises methods to evaluate such, making recommendations for improvements as needed. Responds to emergency calls to observe operations for compliance with established safety procedures. Supervises all safety procedures at the scene of a fire or an emergency scene, including emergencies involving hazardous materials. Monitors and evaluates local conditions which may become fire or safety hazards.

Investigates all accidents involving department equipment or personnel; determines cause; and makes recommendations on procedure to avoid future accidents. Evaluates potential extent of injuries resulting from accidents. Coordinates with department personnel on the first report of an injury to workman's compensation. Follows up on injury reports as necessary. Identifies and appraises conditions which could produce accidents and financial losses. Conducts research studies to identify hazards and evaluate loss-producing potential of a given operation. Compiles, analyzes and interprets statistical data related to exposure factors concerning

occupational illnesses and accidents. Recommends the development of accident and loss control systems and programs for incorporation into departmental policies and procedures.

Conducts research and participates in planning safety related programs and activities of the department. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Keeps informed on modern fire fighting methods and administrative practices. Studies new laws, regulations, ordinances and court rulings relating to fire department operations to determine if changes are needed in department policy and procedure. Reviews industrial, technical and scientific publications concerned with safety management. Participates in activities of related professional organizations to update knowledge of safety program developments.

Assists the training division with the development and implementation of a safety related training program, meeting staffing and training resource needs. Provides for regular employee training at all levels of the department by evaluating areas of concern for safety training and scheduling such, as assigned by the Fire Chief. Conducts safety training for emergency scene operations, including fire suppression, pumps, forcible entry, salvage and overhaul, hazardous materials, first aid and rescue. Observes and provides training to department personnel in the safe usage of fire fighting apparatus; hydraulics; nozzles and hoses; breathing apparatus; ladders and ropes; tools and safety prescribed equipment, such as glasses, helmets, goggles, respirators and clothing. Demonstrates safety equipment and practices. Participates in classroom training or conducts drills and evolutions in order to provide assistance in safety procedures. Evaluates the effectiveness of training to determine the need for additional training. Makes recommendations for improvements in the safety training program.

Supervises and inspects the general care and maintenance of assigned equipment and property for compliance with occupational safety and health regulations. Writes specifications for new fire department equipment and meets with sales representatives to review products as directed. Makes recommendations on equipment purchases. Prepares expenditure estimates. Purchases equipment and supplies for the division by authorizing expenditure of funds, placing orders and keeping such purchases within the established budget. Gathers information to be used in compiling budgets. Prepares and submits an operating budget for the safety division as directed by the Fire Chief. Writes requests for grants or other special funds to aid in the operation of the fire service.

Supervises preparation and maintenance of the records and reports of the safety division, including records of division activity, personnel records, LFIRS reports or accident and injury reports. Compiles, organizes and analyzes data as required for writing reports. Personally completes all forms as necessary. Writes letters in answer to written or oral requests relating to the work of the safety division. Files records and reports as needed.

Inspects systems and facilities for keeping such, as required.

Informs and answers questions from the public about safety division operations by participating in public education programs, talks and demonstrations, or distributing literature. Responds to telephone inquiries relating to areas of emergency services. Assists with coordinating special projects related to public relations or the image of the fire department. Conducts tours of division facilities as needed. Acts as department representative to the news media, releasing information as directed. Coordinates the work of the department with related federal, state and local agencies or other public service agencies, providing information or assistance with projects of mutual concern as needed. Participates in conferences, conventions and other educational meetings.

Performs other related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must have at least five (5) years full-time experience with a paid fire department or three (3) years experience in fire service training.